

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 261-7083  
**Phone #:** (608) 266-2112

**Ship To:** 1400 E. Washington Avenue  
Madison, WI 53703  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

## CONTROLLED SUBSTANCE

### SPECIAL USE AUTHORIZATION (SUA) FOR CONTROLLED SUBSTANCES CHECKLIST FOR DOG TRAINING

**Check each as confirmation of understanding.**

#### Wisconsin Statutes 961.335

- ☐ An SUA must be obtained if controlled substances are to be used for the training of dogs.
- ☐ The SUA is obtained from the Controlled Substances Board.
- ☐ The SUA is valid for one year from the date of issue.
- ☐ The SUA cost is \$25.00 annually. **(State agencies/Universities are exempt.)**
- ☐ The individual granted this special use authorization is responsible for all activities under this authorization.
- ☐ The SUA will specify the name and address of the applicant, the nature of the use, all individuals approved, and amounts of controlled substances to be used, see application **(Form #2184)**.
- ☐ This SUA is limited to those authorized individuals and controlled substances specified on the permit. Upon renewal, a valid permit may be amended.
- ☐ The amount of drug approved is the total amount of drug that may be purchased or possessed for the entire year of this authorization. The amount of drug in inventory plus the amount of drug purchased may not exceed the total amount of drug approved for the year authorized by this approval.
- ☐ Persons who possess a valid SUA issued under this section are exempt from state prosecution for possession and distribution of controlled substances to the extent of the authorization.
- ☐ The Controlled Substances Board may suspend or revoke an SUA upon a finding that there is a violation of the rules of the Board.

#### Controlled Substances Board Policies and Procedures

**Initial each item as confirmation of compliance.**

- ☐ Complete the Application for Controlled Substances Special Use Authorization **(Form #2184)**.
- ☐ Only dog handlers or persons trained and qualified in the business of training dogs will be issued an SUA.
- ☐ The authorized individual must be a member of North American Police Work Dog Association (NAPWDA) or Wisconsin Law Enforcement Canine Handler Association (WLECHA), United States Police Canine Association (USPCA). (Submit copy of current membership.)
- ☐ Only dog trainers affiliated with Law Enforcement will be issued an SUA without a personal appearance before the Board.
- ☐ **Private dog trainers wishing to obtain an SUA** must submit evidence of being sworn or un sworn as a deputy for a law enforcement agency. The law enforcement agency must indicate in writing, that the agency accepts responsibility and exercises supervision and control in overseeing the deputy's storage and use of the approved controlled substances for the purpose of canine training only. **A personal appearance before the Board from the private dog trainer is required.**
- ☐ The authorized individual must submit a current letter of approval to the CSB from the police agency Chief or Sheriff stating that the Chief or Sheriff takes responsibility for the controlled substances.
- ☐ You must obtain a Drug Enforcement Administration (DEA) Registration Number.
- ☐ Maximum amounts of drugs permitted include: (list on application)
  - 2 kilograms of marijuana (The marijuana will require periodic replacement because of spoilage. Total use per year must be requested. Amounts in excess of one pound "on hand" will also need approval and explanation.)
  - 30 grams of cocaine
  - 30 grams of heroin
  - Up to 30 grams of cocaine base, i.e. crack cocaine
  - Up to 30 grams of methamphetamine

**Other controlled substances or greater amounts of the drugs previously authorized may be requested with appropriate justification.**

# Wisconsin Department of Safety and Professional Services

- ☐ Bolted lock box in transportation vehicle.
- ☐ The source of acquisition of controlled substances must be listed, see application (**Form #2184**). (The Wisconsin Crime Lab does not sell controlled substances.)
- ☐ DEA 222 forms must be retained in your records.
- ☐ Copies of current dog handler's certification must be on file with the Controlled Substances Board.
- ☐ All records of receipt and disposition of controlled substances must be retained.
- ☐ Storage of controlled substances must be in a secure, locked safe, see Physical Security Requirements (**Form #2277**).
- ☐ Access to the controlled substances is limited to those persons listed on the application.
- ☐ The DEA must be contacted for authorization to destroy or dispose any controlled substances.
- ☐ Controlled substances must be destroyed in an appropriate manner, as authorized by DEA.

**\*Law enforcement agencies should also be aware that they can request law enforcement exemption from the U.S. Department of Justice, Drug Enforcement Administration to use limited quantities of drugs for refresher training. This is available for trained dogs in police agencies without a regular animal training program. Contact the DEA office listed below if you have questions regarding this provision.**

Wisconsin Controlled Substances Board  
1400 E. Washington Avenue  
P.O. Box 8935  
Madison, WI 53708-8935  
(608) 266-2112

DEA Diversion Group  
4725 W. Electric Avenue  
West Milwaukee, WI 53219

Signature:  Date:  /  /